

**DEPARTMENT OF DEFENSE (DoD)
WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION DIRECTORATE (AD)**

**SOURCES SOUGHT NOTICE
Washington Headquarter Services
U. S. Court of Appeals for the Armed Forces (USCAAF)
Computer Facilities Management Support Services
HQ0034-23-SS-0628JJ**

General Information

Document Type: Sources Sought Notice

Title: Computer Facilities Management Support Services

Sources Sought Post Date: June 30, 2023

Sources Sought Response Date: July 13, 2023 at 10:00 AM (Eastern Standard Time)

NAICS Code: 541513 – Computer Facilities Management Services

Product Service Code: DF01 –It And Telecom - It Management Support Services (Labor)

Washington Headquarters Services (WHS) Acquisition Directorate (AD) is conducting market research to locate qualified, experienced and interested potential small business 8 (a) concerns capable of providing U. S. Court of Appeals for the Armed Forces (USCAAF) Computer Facilities Management Support Services as outlined in this documents and the Draft Task Elements document (Attachment A).

Background

The Contractor shall provide support services to include (but not limited to) automation support services; system administration; web site support; routine user support, application software development and maintenance; installation, integration, daily maintenance and trouble shooting of the Local Area Network (LAN) equipment and communication software; and information assurance support and security; and support for the case management system for the United Stated Court of Appeals for the Armed Forces (USCAAF).

Sources Sought Notice

This Sources Sought Notice is for informational purposes only. It is not to be construed as an obligation on the part of Washington Headquarters Services /Acquisition Directorate (WHS/AD). This Sources Sought Notice is not a Request For Proposal (RFP) nor does it restrict the Government as to the final acquisition strategy. No contract will be awarded from this announcement. No reimbursement will be made for any cost associated with providing information in response to this announcement. At this time, no solicitation exist. Therefore, please do not request a copy of the solicitation. Responses in any form are not offers.

This acquisition has an estimated dollar value range of \$5,000,000 - \$6,000,000.

The applicable North American Industry Classification System (NAICS) code assigned to this procurement is NAICS: 541513 – Computer Facilities Management Services. Small Business size standard of \$37.0 million

Security Requirements

All Contractor personnel will be designated as ADP-II, which requires a National Agency Check (NAC). The USCAAF will provide specific security classification guidance to assigned Contractor personnel. The required investigation shall be completed prior to the assignment of individuals to sensitive duties, unless waived by USCAAF.

Place of Performance

The work to be performed under this contract will be performed at the United States Court of Appeals for the Armed forces, 450 East Street, NW, Washington, DC 20442-0001 and in the Washington DC National Capital Region (NCR).

Critical Task Elements

Interested parties submitting a response to this Notice should address the performance of the following Service Requirement Tasks Elements in their capabilities statement. Interested parties are requested NOT to submit marketing materials; but rather, speak directly and specifically to the required capabilities and service, requirements critical/tasks elements outlined below:

Task 1: Operational Network Support

Task 2: Help Desk & Incident Management

Task 3: Backup and Security Support & Information Assurance

Task 4: System/Network Management

Task 5: Network Communications

Task 6: Intranet/Internet Management and Support

Task 7: Management Information Systems (MIS)

Task 8: Release Management:

Task 9: Custom Software Support

Task 10: Hardware Support

Submission Requirement

Interested firms should submit their response to include a capabilities statement covering experience, staffing and technical capabilities. The capabilities statement should address the Task Elements identified in attachment A and above and for each Task Element demonstrate

how the firm's recent contract experience (last 3 years) is relevant to the Task Elements listed including the dollar value, period of performance, size and scope of the firm's prior contracts.

Do not include proprietary, classified, confidential, or sensitive information in your response to this Sources Sought Notice. The Government reserves the right to use any information provided by respondents for any purpose deemed necessary and legally appropriate, including using technical information provided by respondents in any resultant solicitation. Responses to this Notice will not be returned.

Submission Responses

Interested parties having the capability to provide Washington Headquarters Services, U. S. Court of Appeals for the Armed Forces (USCAAF), please submit capability statements to the following contact: : whs.mc-alex.ad.mbx.ks@mail.mil

Subject Line: Response to Sources Sought- Washington Headquarters Services, U. S. Court of Appeals for the Armed Forces (USCAAF)

Responses must be submitted no later than, **July 13, 2023 at 10:00 AM (Eastern Standard Time)**. Capability statements will not be returned. No telephone requests will be honored.

No hard copy submissions will be accepted. Submissions to any contact other than the one listed above will not be considered. Submissions after this date will not be considered. Cover letters and extraneous materials (marketing, brochures, etc.) will not be considered. Questions will not be entertained.

Capability Statements

Vendors must demonstrate their ability to comply with the requirements in this Sources Sought Notice in order to be considered capable of satisfying the Government's requirement.

Response Format

To facilitate a timely and comprehensive review of all submitted responses, firms should respond using the format requested in this Notice.

All interested firms having the experience, skills and capabilities necessary to perform the stated requirements are requested to provide capability statements between no more than 7 pages maximum- in "Times New Roman" 12-inch font on 8.5 x 11 paper.

Please provide the following information for your firm and for any teaming or joint venture partners:

1. Company name, address, point of contact name, telephone, and email address.
2. UEI and CAGE Code Number.

3. Business Size Status and Socio-economic categories associated with the company (e.g., 8(a), SDB, VOSB, WOSB, etc.) based on the **NAICS: 541513 – Computer Facilities Management Services**. If the company is an 8(a) Joint Venture, please identify each member partner and the date the Joint Venture was established.
4. Vendor shall provide documentation to address their capability in meeting each of the ten (10) Task Elements listed above.
5. A brief three to five-page synopsis of similar contracts and/or projects. The synopsis must include where, when, and for whom each similar contract and/or project was performed, and a brief description of each contract and/or project, including the size, scope, dollar value, and period of performance. This information must demonstrate how the firm's experience is relevant to the Computer Facilities Management Support Services
6. Identify contracts your company has been awarded under **NAICS: 541513 – Computer Facilities Management Services**. Additional information on NAICS codes can be found at www.sba.gov.
7. Identify if your company has any pre-existing contract vehicles, the contract number for similar services and expiration dates.
8. Point of Contact name, phone number, and emails of individuals who can verify the demonstrated capabilities identified in the responses.
9. Indicate whether your firm will submit a proposal if a Request for Proposal (RFP) is issued and whether your firm's interest is for prime contracting or as teaming or joint venture.
10. Additionally, the Sources Sought shall respond to the following:
 - a. Recommended/suggested NAICS codes for this effort.
 - b. Recommended/suggested Contract type for this effort.
 - c. Other Recommendations

Confidentiality

Proprietary information and trade secrets shall NOT be submitted as part of a response. Please be advised that all submissions become Government property and will not be returned. All Government and contractor personnel reviewing Sources Sought responses will have signed non-disclosure agreements and understand their responsibility for proper use and protection from unauthorized disclosure of proprietary information as described in 41 USC 423. **The Government shall not be held liable for any damages incurred if proprietary information is submitted, as it is clearly stated this type of information shall NOT be submitted.**

Contracting Office Address

Washington Headquarters Services, Acquisition Directorate, 4800 Mark Center, Suite 09F09,
Alexandria, VA 22350

POINTS OF CONTACT

Contract Specialist:

Jeanelle Joseph

Email: Jeanelle.joseph.civ@mail.mil

Contracting Officer:

Ronica L. Shelton

Email: ronica.l.shelton.civ@mail.mil

Small Business Specialist:

Tara N. Upchurch

Email: tara.n.upchurch.civ@mail.mil